

## **Niagara University Academic Integrity Policy**

### **A. Preamble**

The Niagara University mission statement expresses the truth of Catholic and Vincentian traditions and is given meaning via teaching and learning activities throughout the university which foster a passion for learning, allow students to experience the vision of gospel-based education, inspire students to serve the poor and oppressed, and develop the whole person. Academic honesty – being honest and truthful in academic settings, especially in the communication and presentation of ideas – is required to experience and fulfill this mission. Academic dishonesty – being untruthful, deceptive, or dishonest in academic settings in any way – subverts the University mission, harms faculty and students, damages the reputation of the University, and diminishes public confidence in higher education.

All members of the university community share the responsibility for creating conditions that support academic integrity. In particular:

1. Students must abstain from any violations of academic integrity and set examples for each other by assuming full responsibility for their academic and personal development, including informing themselves about and following the university's academic policy;
2. Faculty members must foster a climate that is conducive to the development of student responsibility. They should provide guidance as to what constitutes violations of the Academic Integrity Policy and educate students about the ethical and educational implications of their actions. For instance, syllabi must call attention to the Academic Integrity Policy.
3. Faculty members, furthermore, have the authority and the responsibility to make the initial judgment regarding violations of academic integrity in the context of the courses that they teach. They may impose sanctions up to and including failure of a course at their own discretion in cases involving a violation of Academic Integrity policies. In cases such as alleged plagiarism, it is important that faculty members distinguish between an intentional violation of the Academic Integrity Policy and a technical error or careless work.
4. Deans of the various colleges, with the support of the Associate Vice President for Academic Affairs (AVPAA) or his/her designee and the chair of the Academic Integrity Board (AIB), are responsible for ensuring that their faculty, particularly new faculty and part-time faculty, are aware of the university's Academic Integrity Policy and of their responsibilities in this regard, to maintain the integrity of the academic review process.

These efforts are supported by detailed guidelines and procedures that are designed to deal with violations, to maintain the integrity of the institution and to ensure that university standards are upheld.

### **B. Violations of Academic Integrity**

Violations of academic integrity include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources, alteration or falsification of academic records; academic misconduct; complicity; and copyright violation. This policy applies to all courses, program requirements, and learning contexts in which academic credit is offered, including experiential

and service-learning courses, study abroad programs, internships, student teaching and the like. If an instructor finds that a student has violated the Academic Integrity Policy, the appropriate initial sanction is at the instructor's discretion ( see section D1). Actions taken by the instructor do not preclude the college or the university from taking further action, including dismissal from the university. Conduct that is punishable under the Academic Integrity Policy could also result in criminal or civil prosecution.

1. **Cheating:** Cheating is any action that violates university expectations or instructor's guidelines for the preparation and submission of assignments. This includes but is not limited to unauthorized access to examination materials prior to the examination itself, use or possession of unauthorized materials during the examination or quiz; having someone take an examination in one's place; copying from another student; unauthorized assistance to another student; or acceptance of such assistance.
2. **Plagiarism:** Plagiarism is a major form of academic dishonesty involving the presentation of the work of another as one's own. Plagiarism includes but is not limited to the following:
  - a. The direct copying of any source, such as written and verbal material, computer files, audio disks, video programs or musical scores, whether published or unpublished, in whole or part, without proper acknowledgement that it is someone else's.
  - b. Copying of any source in whole or part without proper acknowledgement.
  - c. Submitting as one's own work a report, examination paper, computer file, lab report or other assignment that has been prepared by someone else. This includes research papers purchased from any other person or agency.
  - d. The paraphrasing of another's work or ideas without proper acknowledgement.
3. **Fabrication, Falsification or Sabotage of Research Data:** Fabrication, falsification or sabotage of research data is any action that misrepresents, willfully distorts or alters the process and results of scholarly investigation. This includes but is not limited to making up or fabricating data as part of a laboratory, fieldwork or other scholarly investigation; knowingly distorting, altering or falsifying the data gained by such an investigation; stealing or using without the consent of the instructor data acquired by another student; representing the research conclusions of another as one's own; and undermining or sabotaging the research investigations of another person.
4. **Destruction or Misuse of the University's Academic Resources:** Destruction or misuse of the university's academic resources includes but is not limited to unauthorized access to or use of university resources including equipment and materials; stealing, destroying or deliberately damaging library materials; preventing, in an unauthorized manner, others' access to university equipment, materials or resources; using university equipment, materials or resources to destroy, damage or steal the work of other students or scholars. Given the importance of computers to the academic functioning of the university, computer usage is of particular concern under this general heading. Violations of this nature may also fall under the Code of Student Conduct and Judicial Proceedings.
5. **Alteration or Falsification of Academic Records:** Alteration or falsification of academic records includes any action that tampers with official university records or documents. This includes but is not limited to: any alteration through any means whatsoever of an academic transcript, a grade or grade change card; unauthorized use of university documents including letterhead; and misrepresentation of one's academic accomplishments, awards or credentials. Violations of this nature may also fall under the Code of Student Conduct and Judicial Proceedings.

6. **Academic Misconduct:** Academic misconduct is any action that deliberately undermines the free exchange of ideas in the learning environment, threatens the impartial evaluation of the students by the instructor or advisor, or violates standards for ethical or professional behavior established by a course or program. This includes but is not limited to attempts to bribe an instructor or advisor for academic advantage; persistent hostile treatment of, or any act or threat of violence against, an instructor, advisor or other students; and/or actions or behavior that violate standards for ethical or professional behavior established by a course or program in an off-campus setting and could damage the university's relationship with community partners and affiliated institutions. Violations of this nature may also fall under the Code of Student Conduct and Judicial Proceedings.
7. **Complicity:** Complicity is any intentional attempt to facilitate any of the violations described above. This includes but is not limited to allowing another student to copy from a paper or test document; providing any kind of material—including one's research, data, or writing—to another student if one believes it might be misrepresented to a teacher or university official; providing information about or answers to test questions.
8. **Copyright Infringement:** Copyright infringement, which is the unprivileged use of another's original work of authorship, is an offense distinct from plagiarism, although the two can overlap. Copyright infringement can occur when a large amount of a work is copied (with or without credit), if a film or song is duplicated (digitally or otherwise), or a translation or sequel is created. Students who must sample significant quantities of a work protected by Copyright should familiarize themselves with the academic "Fair Use" defense to infringement to ensure they are engaging in privileged activity. Examples of copyright infringement could include: unauthorized downloading of an entire movie from the internet, even for purposes of academic criticism; copying an entire poem into a thesis; use of a photograph without permission; translating a protected work and publishing it online.

## Academic Integrity Disciplinary Procedures

### C. Academic Integrity Board (AIB)

1. **Appointment to Board.** The AIB is comprised of eight faculty members appointed by the University Senate serving three-year staggered terms, and five student members who are chosen and trained by and serve at the discretion of the chair of the AIB.
2. **Hearing Panel.** A student appeal, mandatory hearing, or a hearing initiated by other parties will be heard by a panel selected from the AIB, consisting of 3 faculty members, 3 students, and the AIB Chair. The board will have jurisdiction in all cases of alleged student violations of the Academic Integrity Policy in all colleges of the university.
3. **AIB Chair.** One of the eight members of the AIB will be elected by the AIB to a three-year term as chair. The chair, shall work with the AVPAA and the Dean of Student Affairs to settle any issue about whether the jurisdiction of a given case belongs to the Academic Integrity Board or the university's Judicial Board.
  - a. The decision on the jurisdictional issue of these three individuals is final.
  - b. In the event that the AVPAA imposes a sanction on a student in the course of her/his role as faculty member, the VPAA shall designate an alternate to serve in the capacity of the administrative role for that case only.

#### D. The Initial Determination that a Violation Has Occurred

1. **Faculty Member's Discretion.** The initial determination as to whether a violation of the Academic Integrity Policy has occurred and the sanctions that are to be imposed are at the discretion of the faculty member when the violation occurs within the context of a course.
  - a. For the purposes of this policy, merely returning a paper to be rewritten for minor or technical violations of the instructor's directions or plagiarism guidelines shall not be construed as imposing a sanction based on a violation of the Academic Integrity Policy.
2. **Consultation.** The faculty member may choose to discuss the alleged violation with the student(s) involved prior to imposition of a sanction.
3. **Notice of Sanction.** When the faculty member imposes formal sanctions, she/he must formally notify the student via his/her NU email address that a grade has been lowered or a sanction has been imposed because of a violation of the Academic Integrity Policy.
  - a. This notification shall include notice to the student that he/she has the right to appeal the sanction to a panel of the Academic Integrity Board and shall advise the student to contact the Academic Integrity Ombudspersons for information about the procedures he/she is to follow.
  - b. The faculty member shall provide a copy of the notice sent to the student to the AVPAA, the dean of the student's home college and the dean of the faculty member's home college (if different), and shall alert the student to the fact that notice has been so provided. A sample letter of notification to the student can be found in faculty resources in myNU.
  - c. The faculty member shall retain a hard copy of the notice that has been sent, as well as electronic verification of same.
  - d. If the violation is a student's first offense, the student may opt to accept the sanction as imposed by the faculty member, and, if no further proceedings are initiated, then no further action needs to be taken by the student. The violation will be retained by the office of the AVPAA. Any additional violations will result in a mandatory hearing.
4. **Additional Sanctions.** Faculty may request a hearing to determine whether further sanctions should be imposed. Faculty who wish to initiate a hearing should send a formal request listing reasons and providing relevant material to the AVPAA or her/his designee with a copy to the dean of the student's home college.
5. **Remaining In Course.** A student who is sanctioned by an instructor and appeals before the end of the semester may remain in the course, pending appeal.
6. **Maintenance of Records.** Faculty should keep materials related to a violation of academic integrity policies for three academic years following the violation.

#### E. Types of Hearings

1. **Initiating a Hearing.** Hearings may be initiated by students appealing a sanction for an alleged violation of the Academic Integrity Policy, by the faculty member who issued a sanction or other faculty or professional staff who observed the alleged violation, by the dean of the student's home college, by the chair of the AIB, and by the AVPAA. Any allegation must name the offender, specify how the policy has been violated, describe the occurrence, present the grounds for concluding that the offender violated the Academic Integrity Policy and submit complete documentation of the relevant materials, with evidence of violation clearly marked or explained.

a. **Student-Initiated Hearing**

- i. Students who have received written notification of any sanction based on a violation of the Academic Integrity Policy may initiate a hearing of the Academic Integrity Board to review the instructor's decision. Appeals must state the student's name, the name of the course, the instructor(s), any grades received in the course, a copy of the written notification from the instructor that a sanction was imposed because of an alleged violation of the Academic Integrity Policy, the originals of relevant material if they are in the student's possession, and a full and detailed statement of the student's grounds for concluding that she/he did not violate the policy or that the sanction was unfairly determined or assessed. This statement shall also include a description of the evidence that will be introduced to support the student's account. Additional evidence relevant to the student's case not noted in the initial appeal document may be presented at the hearing. All student appeals regarding sanctions received from an instructor as a result of an alleged violation of the policy must be sent to the AVPAA or her/his designee.
- ii. Students are strongly encouraged to discuss the sanction with the instructor before appealing their case to the Academic Integrity Board.
- iii. Students who opt to appeal a sanction imposed by a faculty member and who are not subject to a mandatory hearing are subject to no greater penalties than that to which the student was originally subject by the faculty member involved.

b. **Hearing Initiated by Other Parties.** Any faculty member or professional staff member may initiate a hearing when they have observed or have other reason to believe an alleged violation of the Academic Integrity Policy, whether within or outside of the context of a course. Students may report suspected violations to either the instructor or, in the event of a perceived conflict of interest, the Chair of the Academic Integrity Board, who will designate an AIB member (not to serve on the Hearing Panel) to investigate the matter and initiate a hearing as necessary.

- i. **Faculty-Initiated Hearings.** Faculty may petition the university for sanctions beyond their own authority based on a violation of the Academic Integrity Policy by initiating a hearing. These hearings may also involve the following:

1. **Violation observed by third party.** When a violation of the Academic Integrity Policy is observed within the context of a course by someone other than the instructor, it must be reported to the instructor, who may then take appropriate action, including the imposition of a sanction or initiating a hearing of the Academic Integrity Board.

- ii. **Dean-Initiated Hearings.** The dean of the student's home college at his/her own discretion may initiate a hearing when a copy of the notification sent by the faculty member to the student has been received. The dean also may submit an independent recommendation to the Academic Integrity Board in any case involving a student from his/her college.
- iii. **Chair-Initiated, Mandatory Hearings.** The chair of the Academic Integrity Board *must* initiate a hearing when records held by the AVPAA indicate that there has been a previous violation of the Academic Integrity Policy.

1. The student and faculty member involved in the second violation will be informed by the AVPAA of a mandatory hearing based on this second violation and will be required to attend and to present their cases to the board's panel.
    - a. It is at the discretion of the panel to consider or not consider cases where the student fails to appear at the hearing. The alleged violation may be upheld and/or additional sanctions may be imposed. In the event that the faculty, or other reporting party fails to appear, the convener shall have the authority to proceed, or to appoint a representative to present the case, or to reschedule the hearing.
  2. If the panel finds that the violation did occur, it will then consider both the appropriateness of the sanction imposed and the possibility of any additional sanction(s) based on the multiple violations.
- c. **Expedited Hearings.** In very rare circumstances, a sanction that results in failure of a course may be heard immediately, allowing the matter to be decided before the end of a semester.
- i. This option is available only to students in their final semester prior to graduation or to international students who can demonstrate that adhering to the timeline may result in loss of their legal status in the United States prior to a hearing.
  - ii. Requests for immediate hearings should be sent to the AVPAA and should be accompanied by documentation that demonstrates either or both of the conditions above. The AVPAA will determine within one week if the case is eligible for an immediate hearing; this decision is final.
  - iii. If grounds for an immediate hearing are upheld, the chair will be notified and a hearing will be scheduled within two weeks of this decision.
  - iv. While the status of the appeal for an immediate hearing is pending, the appealing student should remain in the course and is responsible for meeting all attendance and assignment requirements. Immediate hearings will be conducted in the same manner as typical hearings.
- d. **Timetable for Initiating a Hearing**
- i. Timing – All calculations of time under this policy shall be based on "Academic Days" as defined in the Niagara University Student Handbook. An "Academic Day" is any day, including weekends, between the first day of the Fall Semester, and the last day of the Spring Semester, discounting holidays on the Niagara University Academic Calendar.
  - ii. Notification to Student of Violation. Faculty who apply sanctions to a student because of an alleged violation of the Academic Integrity Policy must send a letter of notification no later than 30 academic days after the discovery of the violation.
  - iii. Timing – Student Appeal. Students who wish to appeal the sanction or others who have the right to initiate a hearing must send a letter of appeal to the AVPAA dated no later than thirty Academic Days after the notice was sent.
  - iv. Timing – Exceptions. No request for a hearing received after 30 academic days after the discovery of the violation, or sent 30 Academic days after the Notice was sent will be accepted except in extraordinary circumstances, as determined by the chair.

- v. **Timing – Notice to Students and Faculty of Appeals.** Students against whom a hearing has been initiated will be notified of the date and time of the hearing in writing by the AVPAA at least seven Academic Days prior to the scheduled hearing. Faculty members whose sanctions have resulted in a student appeal will also be notified at that time.
  - 1. Written notification will include a statement of the charges or appeal and copies of materials submitted with the charge or the appeal. The notification also will tell the student of the availability of an ombudsperson.

## F. The Hearing Process

1. **Materials transmitted to AIB.** All requests for a hearing and the relevant materials are sent to the AVPAA or her/his designee who passes them on to the chair of the board.
2. **Consultation and/or Dismissal by AIB Chair.** For those cases that will be heard by the AIB, the chair will at his/her own discretion and after reviewing the documents submitted, call the initiating party in for consultation in cases that seem to be frivolous or to lack substance. After this consultation, the chair may dismiss the case where he/she finds that the case is frivolous.
  - a. If the chair dismisses the case on the basis stated in the above paragraph, the student may file an appeal of this decision directly to the AVPAA. The AVPAA shall review the decision with the chair and may, under extraordinary circumstances, direct the chair to convene a panel to hear the student's appeal, with an additional faculty member taking the place customarily held by the Chair. The AVPAA shall overrule the decision of the chair only where failure to do so shall result in unfairness to the student involved.

### 3. **Additional Support Mechanisms**

**Faculty Ombudspersons.** A faculty member from each college will be appointed by University Senate to three-year staggered terms. A faculty member who is currently serving as a member of the Academic Integrity Board may not be appointed as an ombudsperson. These faculty members will each function as an ombudsperson for any student to provide clarity regarding the Academic Integrity Policy and hearing process.

**Student Ombudsperson.** A student will be appointed by the VPAA for a two-year term. The student will function as an ombudsperson for any student to provide clarity regarding the Academic Integrity Policy and hearing process.

- a. **The Advisor.** It is a student's and faculty member's right to bring one advisor to an Academic Integrity Board hearing. All advisors shall be current Niagara University community members (faculty, staff, or student) and shall be approved by the Chair of the panel prior to the hearing. The role of the advisor is to act as a support person for the student or faculty member by conferring quietly with him/her during the adjudicatory process.
  - i. The advisor is not to directly address the adjudicatory agents or anyone else present at the meeting or hearing. Under extraordinary circumstances in which a student or initiating party is unable to fully participate in the hearing, the AIB chair may allow an advisor to represent either faculty or student in these proceedings.

b. **Sanctions That May Be Imposed For Violations.**

- i. **Initial Sanctions by Faculty Members.** Initial sanctions, like lowering a grade, failing a student in course or refusing to accept a work product, are sanctions that may be imposed at the discretion of the instructor when a violation occurs in the context of a course.
- ii. **Sanctions Available to AIB Panel in Student Appeal of First Violation:** When a student appeals a first violation and the hearing is not mandatory for any other reason, the hearing panel may only opt to uphold the sanctions imposed by the faculty member involved or dismiss the violation, removing any sanctions. The hearing panel may not impose any additional sanctions.
- iii. **Additional Sanctions Imposed by the AIB Panel.** Only the Academic Integrity Board may impose the sanctions listed below. Reprimands without transcript notation and Educational remedies will be recorded only in internal transcript notations. Records of sanctions imposed will also be maintained by the office of the AVPAA.
  - 1) A reprimand without transcript notation is an official written censure of the student for violating Academic Integrity policies that will not result in a note on the student's transcript.
  - 2) A *suspension* establishes a fixed period of time during which the student may not participate in any academic or extra-curricular activities of the university. At the end of the suspension period, the student will automatically be restored to good standing, unless it is proven that the suspension was violated.
  - 3) A *dismissal* permanently denies the student the right to participate in any academic or extracurricular activities of the university. A sanction of dismissal will be noted on the transcript as "academic dismissal".
  - 4) In addition to, or instead of the above sanctions, the panel may impose as a sanction *educational remedies* designed to assist the student in better understanding the overall impact of his/her academic infraction(s). Such assigned projects might include research projects, the creation of educational materials, completion of a training module on AI policies, or the planning and/or presentation of educational programs related to the policy infraction. Assigned projects may not include physical labor unless they are directly related to the violation(s) and may not be intended to cause humiliation or degradation to the student.
  - 5) *Degree revocation* may occur for a graduated student who has violated the Academic Integrity Policy. This sanction will be noted on the transcript as "degree revocation".

4. **Alleged Violation Upheld**

- a. **Student-Initiated Hearings.** If the panel upholds a faculty member's determination that the student has violated the Academic Integrity Policy, the panel shall also uphold the sanction imposed by the faculty member unless it finds that the sanction is excessive or inappropriate. (Note: In circumstances where the student appeals the finding, but has withdrawn from the course and therefore no sanctions have yet been imposed, see next section.)

- i. The panel will recognize that there is a range of appropriate sanctions that different instructors may impose on similar cases and it will generally respect that discretionary authority.
- ii. If the panel determines that the sanction is excessive or inappropriate, the instructor will be notified of the board's decision and will be instructed to modify the sanction accordingly.

Where a student has initiated a hearing, and it is the student's first offense, the panel may not impose a harsher sanction than that imposed by the instructor.

- b. **Mandatory or Other Hearings.** In circumstances where there is a mandatory hearing, where no sanction has yet been imposed (such as where a student has withdrawn from a class), or where a faculty member initiates a hearing to determine whether further sanctions will be imposed, and where the panel finds that a student has violated the policy, the panel shall impose appropriate sanctions as allowed.

#### 5. **Alleged Violation Overturned**

- a. **Reversal of Sanction.** If the panel does not find a violation of the policy, then the sanction imposed by the instructor will be reversed.
- b. **Notification to Faculty Member.** The instructor will be notified by the AVPAA of the panel's finding, shall reverse the sanction, and shall modify the student's grade accordingly.
- c. **Removal of Records.** If the sanction is overturned, all records associated with the case, including report of the initial violation, shall be expunged from the files of the AVPAA.

#### 6. **Presentation at Hearing.**

- a. Where a hearing is initiated by the student, the student appealing the sanction and the faculty member who imposed the sanction, or the representative, shall serve as the presenters of their respective positions.
- b. Where a hearing is initiated by a person other than the instructor and that person does not wish to serve as the presenter, the chair may, if he/she believes that the facts warrant a hearing, appoint a faculty member of the Academic Integrity Board to serve as the presenter. The presenter may not be a member of the panel hearing the case.
- c. The Chair determines the course and the timing of the hearing.
  - i. Only current members of the Niagara University Community – current, enrolled students, staff members, or faculty members - are eligible to be present at a hearing, unless the accused student has already obtained his/her degree. No other individuals may be admitted to the hearing under any circumstances.
  - ii. All parties to the case have a right to make an opening statement that includes their accounting of the incident. All parties have a right to make a closing statement that responds to the issues raised in the hearing.
  - iii. In all cases, the student has the right to go last in making opening and closing statements. No questions are allowed after closing statements.
  - iv. Either party may present witnesses in support of his/her position. Both parties will be given the opportunity to ask questions of one another and of the witnesses. Witnesses are permitted in the hearing room only during the time of their questioning.
  - v. All questions will be directed through the panel.
  - vi. The giving of false testimony during a hearing is considered a form of academic misconduct.

- vii. All decisions by a panel are by a simple majority vote of the members.
- viii. If the student for whom the hearing is being held fails to attend a scheduled hearing, the panel may decide the case based on the information available to it at the time.
- ix. Any imposed sanctions not previously imposed will be effective upon the delivery of the panel's decision to the student by the AVPAA, unless stipulated otherwise.

8. **Report of Panel and Maintenance of Records.** Once the hearing has completed, the chair shall communicate in writing all findings of the hearing panel through the written report of the panel to the AVPAA or her/his designee. This written report of the panel's decision shall contain the numerical vote of the panel and its findings and shall be prepared so as to protect the confidentiality of the parties involved.

- a. The report of the Panel is considered a recommendation to the AVPAA who shall be responsible for making a final determination. However, the recommendation of the Panel shall not be overturned or modified by the AVPAA unless:
  - i. There has been a determination by the AVPAA and AIB chair that there was a material breach of these procedures; or
  - ii. There has been consultation with AIB chair and approval by the AVPAA.
- b. The AVPAA or her/his designee shall maintain a record of the board's actions and ensure that the imposed sanctions are carried out.
- c. Notice of the final decision in each case shall be sent by the AVPAA to the student involved, as well as to the dean of the College of the student against whom sanctions have been imposed.
- d. The AVPAA or her/his designee maintains all records of reports of sanctions imposed by faculty for violations of the Academic Integrity Policy.
- e. All proceedings of the panel are to be held in strictest confidence by all persons involved in any aspect of the proceedings. Panels will only review prior violations once there has been a determination that a second (or additional) violation has occurred.
- f. Records shall be kept by the AVPAA for seven years from the date the alleged violation is reported.

#### 9. **Imposition of Sanctions**

- a. In cases where the Academic Integrity Board has recommended sanctions beyond those imposed by the instructor, the AVPAA will modify the sanction.
- b. The AVPAA or her/his designate ensures compliance with the sanction.

Faculty Letter of Notification to Student  
**University Letterhead**

Date

Student's Name, Student I.D.  
Street Address  
City, State, Zipcode

Dear *Mr. or Ms. Last Name*:

This letter is official notification of my determination that you have violated Niagara University's Academic Integrity Policy by [*cheating, committing plagiarism, fabricating, falsifying or sabotaging research data, destroying or misusing the university's academic resources, altering or falsifying academic records, or committing academic misconduct*]. The violation occurred in the [*Fall, Spring, Summer I, Summer II*] semester, [*year*], in a(n) [*department or college name*] course that I taught, entitled, [*name of course*] [*include course prefix, course number and section number in parentheses*].

*(Include 1-2 sentences about the specific incident). As a result of this violation of the Academic Integrity Policy. . . [Write 1-2 sentences clearly explaining the sanction you have imposed, which could be lowering a grade on a work product or for the course, giving a failing grade for the course, or refusing to accept a work product - giving it a grade of zero.]*

If this is your first offense, you do not need to do anything in response to this letter, unless you choose to appeal the sanction I have imposed. If you appeal the sanction, the policy requires you to do so within 30 Academic Days of this notice. If this is not your first offense, it is my understanding that you will be contacted by Academic Affairs to arrange for a mandatory hearing before the Academic Integrity Board.

For more information, see the Academic Integrity Policy in the Student Handbook at (insert page). You may consult with an ombudsperson for the College of [insert student's home College], to obtain assistance with the Policy and calculate the due date of your appeal notice, as you consider the possibility of an appeal and/or prepare your case for a hearing. ). **Any questions you may have about appeal or the hearing procedures should be directed to the ombudsperson.**

If you do choose to appeal the sanction explained above to a panel of faculty and students, you must do so in writing to [insert current AVPAA], submitted by either hand delivery or USPS. Your letter or email will be acknowledged by return mail and a hearing date set.

Sincerely,  
Name, Title

cc: , Associate Vice President for Academic Affairs  
*Dean of Student's Home College—see your roster*  
*Sanctioning Faculty Member's Home College Dean*